



## U.S. Department of Justice

Executive Office for Immigration Review

*Office of the General Counsel*

---

5107 Leesburg Pike, Suite 1903  
Falls Church, Virginia 22041

December 18, 2018

MuckRock News  
DEPT MR 61334  
411A Highland Ave  
Somerville, MA 02144-2516

Re: FOIA 2018-51083

Dear Mr. Hoppock,

This letter is in response to your Freedom of Information Act (FOIA) request to the Executive Office for Immigration Review (EOIR) in which you seek the “items” contained in the Document Libraries of the BIA Intranet Webpage.

Screenshots of the requested Libraries as accessed directly from the BIA Intranet Webpage are enclosed. Note that the items for “Communiques”, “Images”, “Criminal” and “Documents” do not appear to be accessible directly from the BIA webpage. Note also that access to the BIA Intranet is not generally available to EOIR employees outside the BIA.

Portions of the screenshot for “Emergency Library” are withheld pursuant to 5 USC 552(b)(7)(F) to protect law enforcement information that could reasonably be expected to endanger the life or physical safety of any individual. Note that this page has nothing to do with “Emergency Stays” or policies or procedures regarding aliens or immigration.

For your information, Congress excluded three discrete categories of law enforcement and national security records from the requirements of the FOIA. See 5 U.S.C. § 552(c) (2006 & Supp. IV 2010). This response is limited to those records that are subject to the requirements of the FOIA. This is a standard notification that is given to all our requesters and should not be taken as an indication that excluded records do, or do not, exist. See <http://www.justice.gov/oip/foiastatus/2012foiastatus9.html>.

You may contact our FOIA Public Liaison at the telephone number 703-605-1297 for any further assistance and to discuss any aspect of your request. Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, Room 2510, 8601 Adelphi Road, College Park, Maryland 20740-6001, e-mail at [ogis@nara.gov](mailto:ogis@nara.gov); telephone at 202-741-5770; toll free at 1-877-684-6448; or facsimile at

202-741-5769.

If you are not satisfied with my response to this request, you may administratively appeal by writing to the Director, Office of Information Policy (OIP), United States Department of Justice, Suite 11050, 1425 New York Avenue, NW, Washington, DC 20530-0001, or you may submit an appeal through OIP's FOIAonline portal by creating an account on the following web site: <https://www.foiaonline.gov/foiaonline/action/public/home>. Your appeal must be postmarked or electronically transmitted within 90 days of the date of my response to your request. If you submit your appeal by mail, both the letter and the envelope should be clearly marked "Freedom of Information Act Appeal."

Sincerely,

*Joseph Schaaf*

Joseph R. Schaaf  
Chief Counsel for Administrative Law

## Office of the Clerk

### Admin

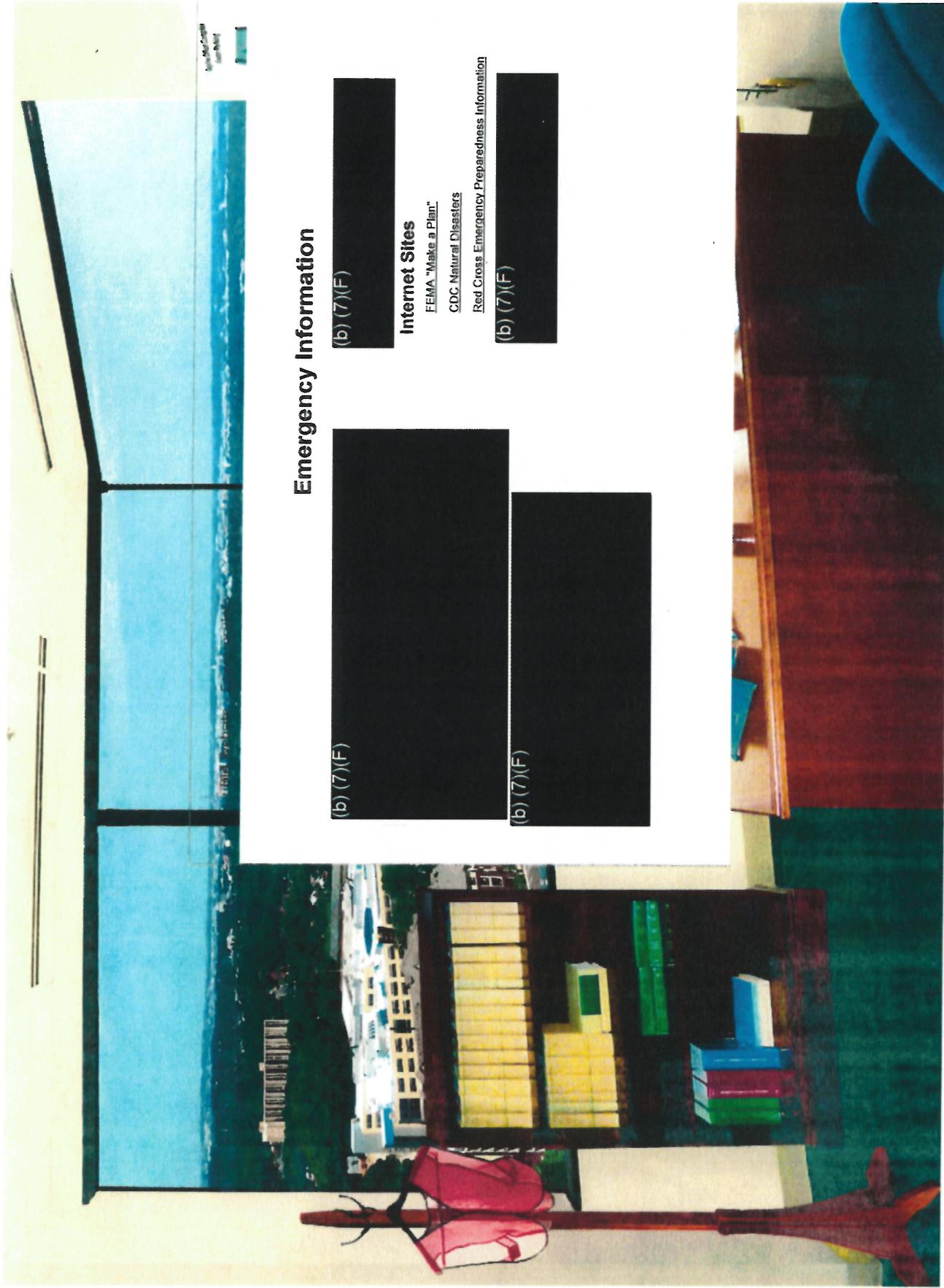
- Mission Statement
- Clerk's Office Closures
- Organization Chart
- Clerk's Office Contact Listing
  - Immigration Court Contacts
  - Teams by Cluster
  - Base City Assignments
  - Clerk's Office Telephone Directory
  - Standard Operating Procedures (SOPs)
  - Protective Order- September 2010
  - Case Storage ROP Request Form
  - BIA Request for ROP Form FOIA
  - Federal Court Remands - August 2015

### Training Corner

- Abbreviations & Acronyms
- BIA Case Flow Process Overview
- Clerk's Office Glossary
- Clerk's Office Organization and Functions
- Clerk's Office Quality Checklist
- Color Tab Chart 2015

### Quick Reference Guides

- Establishing a Conference Call - General
- Establishing a Conference Call from Your Desk for UTI
- UTI Language Codes
- Establishing a Conference Call from the Front Window
- InterpTalk - Unscheduled Telephonic Interpreter Service (UTI)
- Certification of Telephonic Interpretation (COTI) Form - To be completed after every use of UTI
- Logging into and Establishing a Conference Call from the Agent Care System at the Front Window
- Lionbridge - Unscheduled Telephonic Interpreter Service (UTI)
- Accessing Reports in CASE



The screenshot shows a website with a dark green header and footer. The header features the Department of Justice logo, the Executive Office for Immigration Review (EOIR) name, and a search bar. The footer contains links for 'EOIR', 'EOIR Bookshelf', 'EOIR Bookshelf Help', and 'EOIR Bookshelf Support'.

**Navigation**

**Adjournment**

**Board Members**

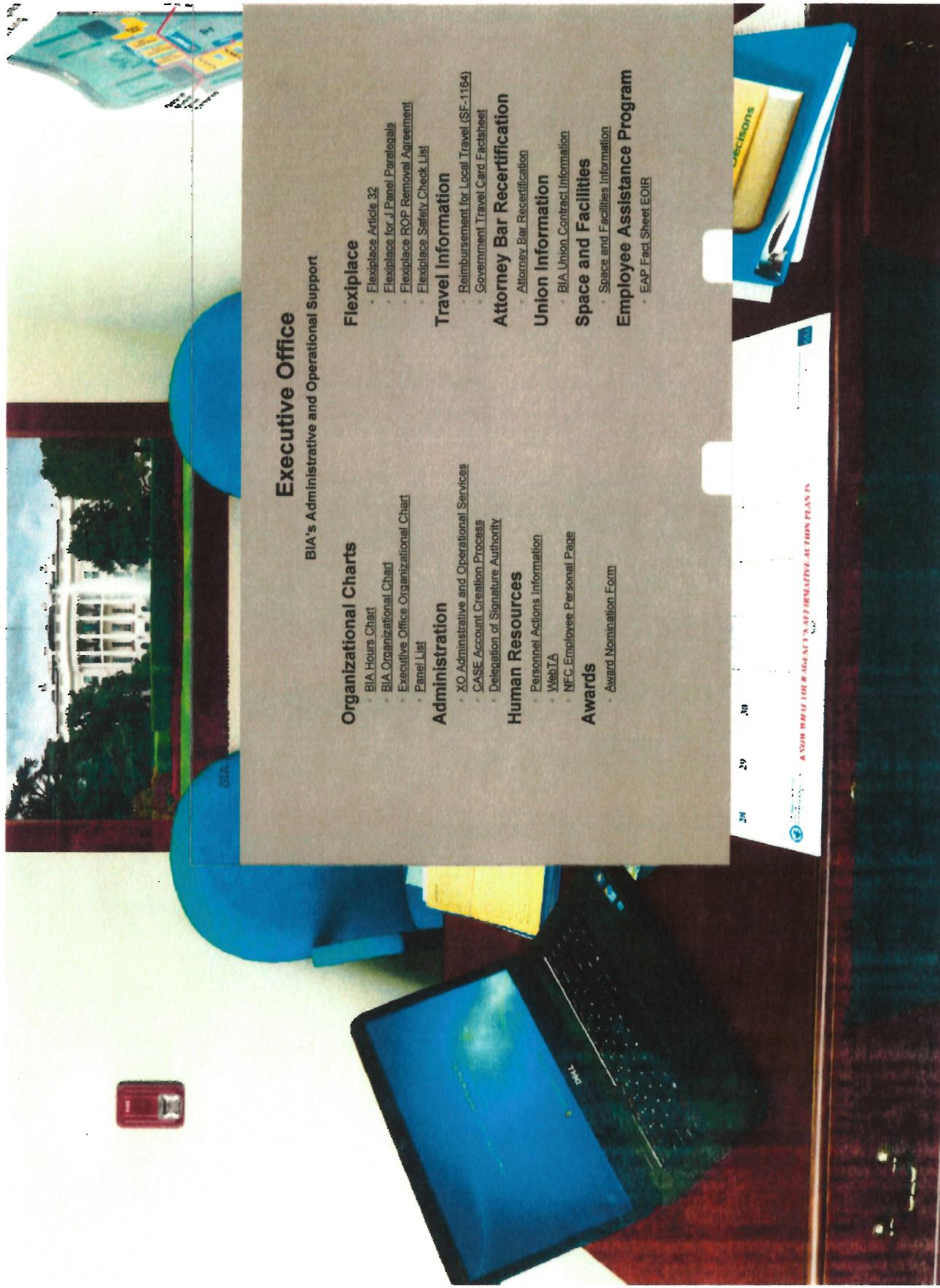
**Electronic En Banc**

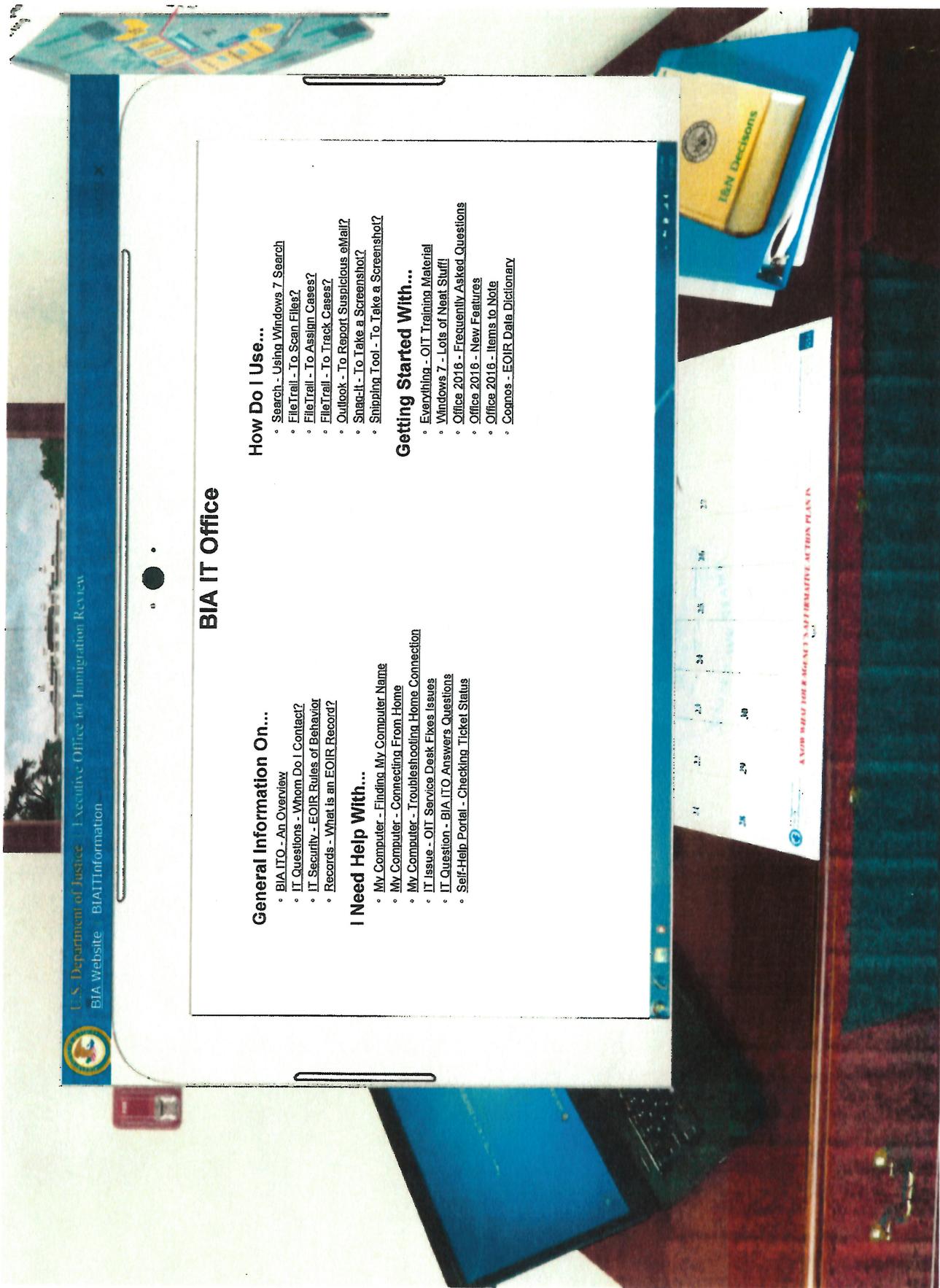
- Electronic En Banc
- En Banc and Holds Report Archive
- En Banc Posting Checklist
- En Banc User's Guide

**Charts and Publications**

- Charts
  - Panel List
  - Attorney General Certification Chart
  - Attorney Discipline Chart
  - Recognition and Accreditation (R & A) Program

1





## BIA Style Manual

### Chapters

- Chapter 1 - Case processing
- Chapter 2 - Record of proceedings
- Chapter 3 - Creating the Electronic Decision
- Chapter 4 - Captions
- Chapter 5 - Formatting and Style
- Chapter 6 - Citations
- Chapter 7 - Drafting the Decision
- Chapter 8 - Order language
- Chapter 9 - Circulation

### Appendices

- Appendix A - Acronyms
- Appendix B - Board Workflow
- Appendix C - Clerk's Office Tab Guide
- Appendix D - List of Applications for APPLICATION caption
- Appendix E - Immigration Judge Gender List
- Appendix F - Using Microsoft Word
- Appendix G - Forms and Subsequent References
- Appendix H - Charging Documents
- Appendix I - Decision Codes

### Table of Changes

- Table of Changes

CLOSE X

## BIA Style Manual

Decision

Decisions

Circular Law

BIA Style

Virtual Law  
Library



BIA

BIA  
IRMS

Immigration  
Court  
of Appeals

Immigration  
Court  
of Appeals



Immigration  
Court  
of Appeals

THE  
BLUEBOOK



Immigration  
Court  
of Appeals

Circulation Sheets			Routing Slips / Cover Sheets		
Title	Paper Color	Paper Color	Title	Paper Color	Paper Color
Panel 1	Pale Yellow	<input type="checkbox"/>	3 Board Member Referral Sheet	<input type="checkbox"/>	White
Panel 2	Salmon	<input checked="" type="checkbox"/>	High Profile Case Cover Sheet	<input type="checkbox"/>	Hot Pink
Panel 3	Orange	<input type="checkbox"/>	CO Screening Panel 4 Routing Sheet	<input type="checkbox"/>	White
Panel 3 - Interim Order	White	<input type="checkbox"/>	Motions Referral Sheet	<input type="checkbox"/>	White
Panel 4	White	<input type="checkbox"/>	ROP Routing Slip	<input type="checkbox"/>	White
Panel 4 - Interim Order	White	<input type="checkbox"/>	Mental Competency Routing Sheet	<input type="checkbox"/>	White
Mixed Panel	White	<input type="checkbox"/>	Board Wide Holds Routing Sheet	<input type="checkbox"/>	White
En Banc Case	White	<input type="checkbox"/>			
Checklists					
Title	Paper Color	Paper Color	Title	Paper Color	Paper Color
Attorney Case Processing	<input type="checkbox"/>	White	Merits Panel Circulation	<input type="checkbox"/>	White
			Other		
Revision Sheets			DD Issue Sheet		
Title	Paper Color	Paper Color	Title	Paper Color	Paper Color
Panel 1	Green	<input type="checkbox"/>	Issue Sheet	<input type="checkbox"/>	White
Panel 2	Green	<input type="checkbox"/>	Quality Problem Correction Sheet	<input type="checkbox"/>	White
Panel 3	Green	<input type="checkbox"/>			
Panel 4	Green	<input type="checkbox"/>			
Board Member Memos					
Title	Paper Color	Paper Color	Title	Paper Color	Paper Color
Panel 1	Gold	<input type="checkbox"/>			
Panel 2	Gold	<input type="checkbox"/>			
Panel 3	Gold	<input type="checkbox"/>			
Panel 4	Gold	<input type="checkbox"/>			